

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2


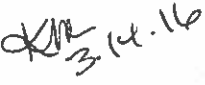
Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Date: March 9, 2016
To: Board of County Commissioners
From: Penny Ellis-Green, Growth Management Director 
Via: Katherine Miller, County Manager 
Re: Growth Management Monthly Report February 2016

This report is a summary of projects for Growth Management with statistics from February 2016. Growth Management consists of 4 divisions; Planning, Economic Development, GIS and Building and Development Services.

Planning Division

Affordable Housing

Income Certifications

Staff received one request to certify an individual to qualify for the Affordable Housing Program. The buyer is in income range one and will purchase in Turquoise Trail Subdivision.

Subordinations

Staff received and processed two new requests for mortgage subordinations.

Open Space

Community meetings for open space management plans were held in February for Los Potreritos, La Cieneguilla, and San Pedro Open Spaces to determine suitability of desired uses on those properties.

The Open Space Planner attended the public scoping meeting for El Camino Real retrace trail. The project is planning to start construction of the trail in 2017.

Food Policy Council

Planning staff attended the Food Policy Council (FPC) meeting on Feb. 25, 2016. The first annual update for Santa Fe County's Food Plan was reviewed and it was decided to continue to refine the draft that had been presented. The Council plans to review and possibly approve the draft at the strategic planning retreat scheduled for March 4th.

Planning Staff attended the Food Policy Council (FPC) Land Use Subcommittee meeting on Feb. 10, 2016. Staff presented an update to the Land Use subcommittee regarding progress being made on the TDR Program. The Subcommittee and the entire council continue to provide input on work being done for the Agriculture and Ranching Implementation Plan.

Transportation

Staff has coordinated with the GIS Division to develop a 2015 County traffic count map based on available data from County projects. GIS has completed the map and it is available for use by County Departments.

Staff attended the Feb. 10, 2016 County Hazard Mitigation plan meeting. Results were presented for risk assessment by hazard type: extreme, moderate, low. The consultants also reviewed highlights of existing capabilities to address and mitigate the hazards. Staff coordinated with the consultant to have a plan information sheet and public comment available at the sign in tables for the Planning Division Community meetings.

NCRTD Update:

Staff attended the Feb. 5th, 2016 NCRTD Board of Directors Meeting. Board discussion and action included the following:

- An update on the 2016 Legislative action was presented which included the decrease in budget resulting from the low projected revenues from oil and gas prices and its impact on the Capital Outlay Program.
- The findings of the FY 2015 Comprehensive Annual Audit were presented, there were no findings, NCRTD is in good standing.
- Amendments and updates to the NCRTD By Laws, and Social Media policies were approved.
- The Board approved a construction bid for improvements to Bus Stops for ADA Compliance.
- NCRTD is going to make presentations to the governing bodies of all its' Board members this spring. The presentations will give an update on NCRTD operations and important activities in each area for the next 1-2 years.

Staff coordinated and participated with NCRTD on the Feb. 6, 2016 Public Comment meeting in La Cienega for the start of the 6 month pilot transit route. Comments were received on route location, service times, and possible stops.

Staff attended the Feb. 9, 2016 NCRTD Mountain Trail Stakeholder meeting. Ridership data was presented and there were discussions on considerations for continuing service. Additional discussions included working with the US Forest Service on the addition of bus bike racks and how to better provide access to the forest with the bus service.

SLDC Update

Staff has continued implementing the outreach and coordination of the Community Organization and Registered Organization process. Community Organizations were approved for Tesuque and

Galisteo at the Feb. 23 BCC meeting. Staff continues to meet with community groups and providing start-up assistance with additional communities.

Staff has continued development of the Transfer of Development Rights (TDR) Program. Staff held focus group meetings on Feb. 29, 2016 with internal County staff, agricultural interests and development interests to receive feedback and further refine program elements.

Economic Development Division

Economic Development participated in the Santa Fe County Day at the 2016 Legislature, and was on hand to discuss the economic development plan and to demonstrate the new online interactive trails map.

Staff attended the REDI Net Board of Directors held a meeting on Feb. 25. The agenda included discussion on re-issuing an RFP for Management Services, procuring Fiscal Agent services, and a pending audit. The next meeting is March 3, 2016.

North Central NM Economic Development District (NCNMEDD)

The next NCNMEDD board meeting will be March 11, 2016.

Building and Development Services Division

Permits and Development Review

The following statistics are provided for permits and approvals issued in February 2016:

	February 2016
New Residential Permits - Stick Built Homes	8
New Residential Permits - Manufactured Homes	1
Commercial Building Permits	4
Number of Lots Created – Subdivision	0 Lots
Exemptions	0 Lots
Summary Review Subdivisions	0 Lots
Commercial Business Licenses	1
Home Occupations No Impact	6
Home Occupations Low Impact	0
Film Permits	0

Code Enforcement

The following statistics are provided for code enforcement actions in February 2016:

	February 2016
Number of Initial Notices of Violation Issued	20
Number of Final Notices of Violation Issued	4
Number of Notices of Violation resolved without court action	11

Attached is a report that covers 2015 and 2016 of projects that were given a timeframe for complying with a condition or approval.

GIS Division

E911 Addressing

In February staff inspected 1646 addresses and replaced 460 rural addressing signs.

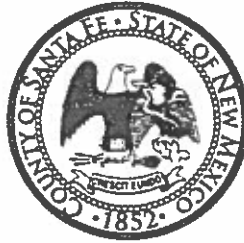
BCC Approved Cases with Time Sensitive Conditions

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County Manager

Pablo Sedillo, III
Public Safety Director

To: Santa Fe County Board of County Commissioners
From: Pablo Sedillo, III
Public Safety Department Director
Via: Katherine Miller
County Manager
Date: March 29, 2016
Re: SFC Public Safety Department Monthly Report for February 2016

The purpose of this memo is to provide you information relative to the SFC Public Safety Department for the month of February 2016.

CORRECTIONS DEPARTMENT

Adult Detention Facility (ADF)

Administration/Security

- During the month of February 2016, the Santa Fe County Adult Detention had 667 intakes and 712 releases.
- Annual County Commissioner tour of the Facility conducted on February 9, 2016.
- Person found in the Parking lot with weapon, he was arrested and booked into the Facility after threats were made.
- Conducted interviews for 7 new potential applicants with 6 passing agility and interview.
- SCAAP application was completed and submitted by Melissa Oberg and Robert Martinez II.

Compliance/CQI

- CQI Department Head meeting held on 02/03/2016 with discussion held on the FY15 Annual Report along with the 1st quarter FY16 report; good review of various areas.
- NMAC Accreditation Annual Report was completed and submitted to the New Mexico Association of Counties.
- Reaccreditation Application was completed for New Mexico Association of Counties.

Behavioral Health

- Behavioral Health conducted training to include the following classes: Signs and Symptoms of Mental Illness; Interpersonal Relations and Communication; Crisis and Conflict Management; Suicide Prevention; and Counseling in Corrections.
- Psychiatry and Behavioral Health worked collaboratively to obtain treatment guardians for three inmates.

Programs

- Annual Volunteer Refresher Orientation held at ADF.
- New Program "A Place to Start Presentation" was implemented which includes Stress Management and Poetry.

New Hires/Staffing

- Vacancy Rate for Detention Officers was 31% during the month of February 2016.

Electronic Monitoring Program

- Providing services to 451 clients.
- There were 54 successful releases for February.
- Clients Financial Obligation – Paying - 28%, Waived - 0%, Unemployed - 71%, Out of County - 1%.

Youth Development Program (YDP)

Special Activities

- Met with Maura Taub and Demetria Martinez, volunteers with library services, regarding poetry special event on February 24, 2016. Event is tentatively scheduled for September 2016.
- New volunteer group "Outside In" has resumed groups at YDP with guitar classes and a mural project with the assistance of Dollars4Schools and the Santa Fe Community Foundation. Classes started on February 12, 2016.

New Hires/Staffing

- YDP has a total of 27 staff (18 security staff, 4 Administrative Staff, 4 Medical Staff and 1 Maintenance Staff).
- There are a total of seven positions vacant at YDP. (5 - Life Skills Worker I, 1- Life Skill Worker II, 1 - Assistant Shift Supervisor).

Training/Seminars

- Volunteer Orientation conducted with volunteer group Alateen on February 17, 2016.

Inspections/Audits

- Submitted Corrective Action to Department of Health Inspection of Kitchen on February 4, 2016.
- Annual Facility Tour by County Commissioners conducted on February 9, 2016.
- Conducted walkthrough with Thaddeus Chapman Maintenance Supervisor for tool control on February 25, 2016.
- Santa Fe County Fire Marshall Annual Inspection scheduled for March 2, 2016.

Day Reporting

- Day Reporting Program resumed operations on August 31, 2015. Hours of Operation will be from 8:00am until 2:00pm.
- There have been a total of five referrals since August 31, 2015.
- Santa Fe Public Schools has not provided Teacher for the Day Reporting Program.
- MOU received by email from Richard DeMella with the City of Santa Fe on February 11, 2016.
- Billing Invoice submitted to the City of Santa Fe for the Day Reporting Program on February 16, 2016.

Population

February 2016

○ Intakes	○ 34
○ Releases	○ 29
○ Male Intakes	○ 25
○ Female Intakes	○ 9
○ Average Daily Population	○ 19

FIRE DEPARTMENT

Total Emergency Responses – 385

EMS – 320

Fire and other related calls – 65

Operations and Administration

- Career Fire Academy started on February 8th. Ten cadets proceeding well through Hazardous Materials and EMS.
- SFCC Paramedic class also proceeding well. Our two paramedic students finishing up the classroom portion of the program and will move into clinical rotations.
- Ambulance billing revenue \$110,390 for the month. Annualized revenue exceeds budget. Great job by the ambulance billing team.
- Completed the fixed asset inventory certification for 2016.
- Contract negotiations with Fire Union on-going. Current contract has expired.
- Hazard Mitigation Plan work continues. Reviewing draft mitigation strategies. Anticipated completion July 2016.
- Accepted three new mini-pumpers for Edgewood, Agua Fria, and Galisteo Fire Districts. Working on vehicle specifications for La Puebla and Pojoaque Districts. We should take delivery of a new Tesuque District fire engine in March.
- Chimayo Fire District ISO inspection scheduled for April. Pre-inspection work continues this month.
- Work on gaining Land Use approval for Agua Fria Training Tower. Hearing Officer Review completed. Public hearing scheduled for March.
- Work on completing the purchasing requirements for nine District grants for equipment and apparatus.
- Started next FY budget process for Administration and Districts.
- Fleet responded to four structure fires to provide breathing air support.
- 61 repair orders processed by Fleet Section. 24 purchase requisitions submitted.
- New Medic 50 delivery expected March 30. Stanley and Edgewood rescue and brush trucks placed into service.

Fire Prevention and Wildland

- Business registrations – 6
- Development Reviews – 18
- Burn Permits – 21

- School and business inspections – 16
- Hydrant testing - 0
- Pre-school/School fire and injury prevention presentations/Health Fair – 14
- Community meetings conducted - 1
- 13 wildland training sessions conducted for 67 firefighters

Volunteer Recruitment and Retention

- New member applications received and approved – 7 (YTD 12).
- Extensive planning and preparing to lead the 2016 career cadet academy.
- Currently serving as Officer in charge of paid cadet academy.
- District training and coordination provided on volunteer health and wellness, community paramedicine.

Emergency Management

- Conducted training workshops at the Public Education Department NM Safe Schools Summit. Participated in SF Public Schools safety meeting.
- Planning team meeting for 2016 WIPP exercise in Santa Fe County.
- Work on developing SFC Hazard Mitigation Plan continues.
- Conducted 2 Mass Casualty Incident Response classes for Sheriff Patrol Division.
- Facilitated pipeline table top exercise in Edgewood.
- Attended the Regional Emergency Management Incident Team meeting in Albuquerque.
- Facilitated Technical Rescue Team training throughout the month. Participated in Rio en Medio rescue mission in hazardous ice conditions.
- Maintain operational readiness of Fire Department/Emergency Management equipment and apparatus.
- Met with Pojoaque School District full scale exercise planning meeting.
- Presented at the NM Department of Health Partners in Preparedness Conference.

RECC

- **Operations**
 - Total Telephone Calls Handled (incoming and outgoing)
 - February – 29,310
 - Total calls Received via 911
 - February – 6,162
 - County calls requiring response agency dispatch
 - February – 6,368
 - City calls requiring response agency dispatch
 - February – 10,770
 - Town of Edgewood calls requiring response agency dispatch
 - February - 428
- **Staffing**
 - Currently awaiting approval from HR for 3 Trainees and 1 ECS III to start.
 - Vacancies
 - 5 Trainee positions

If you have any questions, I can be contacted at 992-3092. Thank you.

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Katherine Miller
County Manager

MEMORANDUM

DATE: *March 8, 2016*

TO: *Board of County Commissioners*

VIA: *Katherine Miller, County Manager*

FROM: *Michael Kelley, Public Works Department Director*

ITEM AND ISSUE: *BCC Meeting March 29, 2016*
Public Works Monthly Report for February 2016

DISCUSSION

Operations and Maintenance

Charts 1 and 2 below show our monthly work order volume. A more detailed break-out can be seen in Table 1, attached.

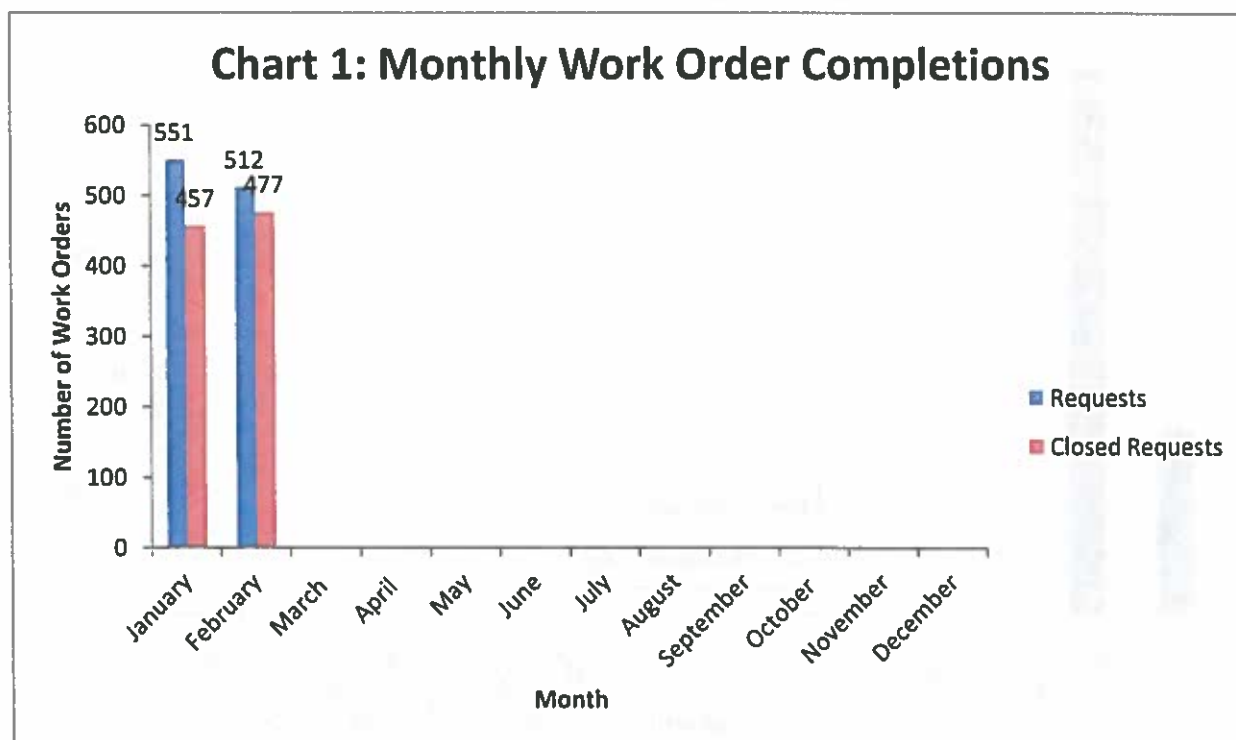
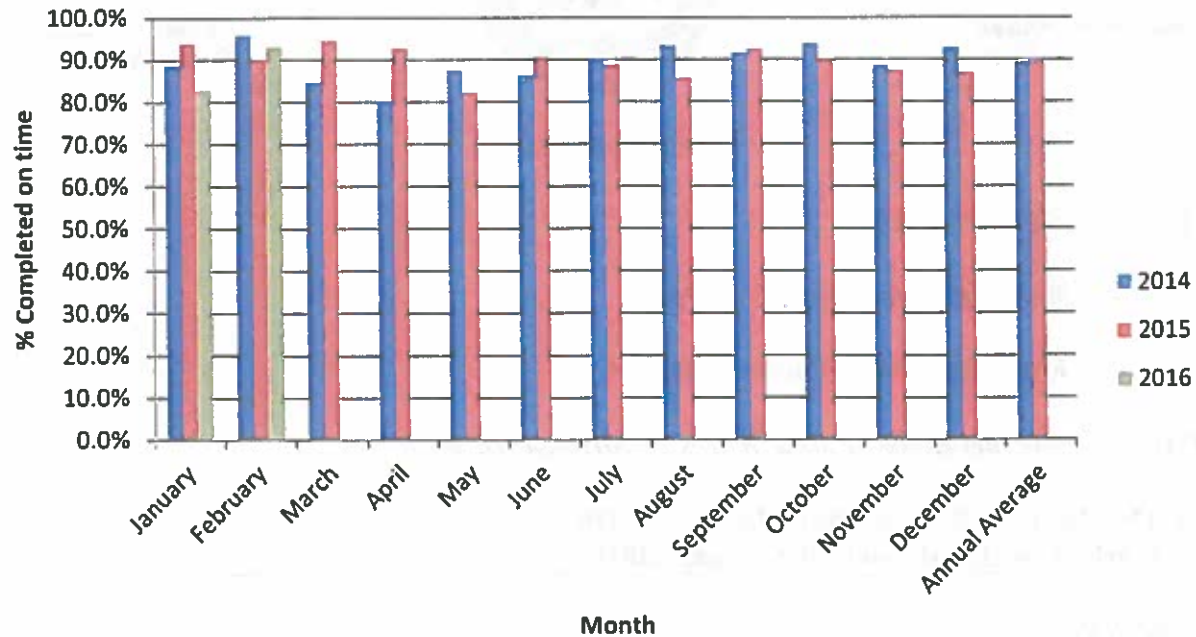
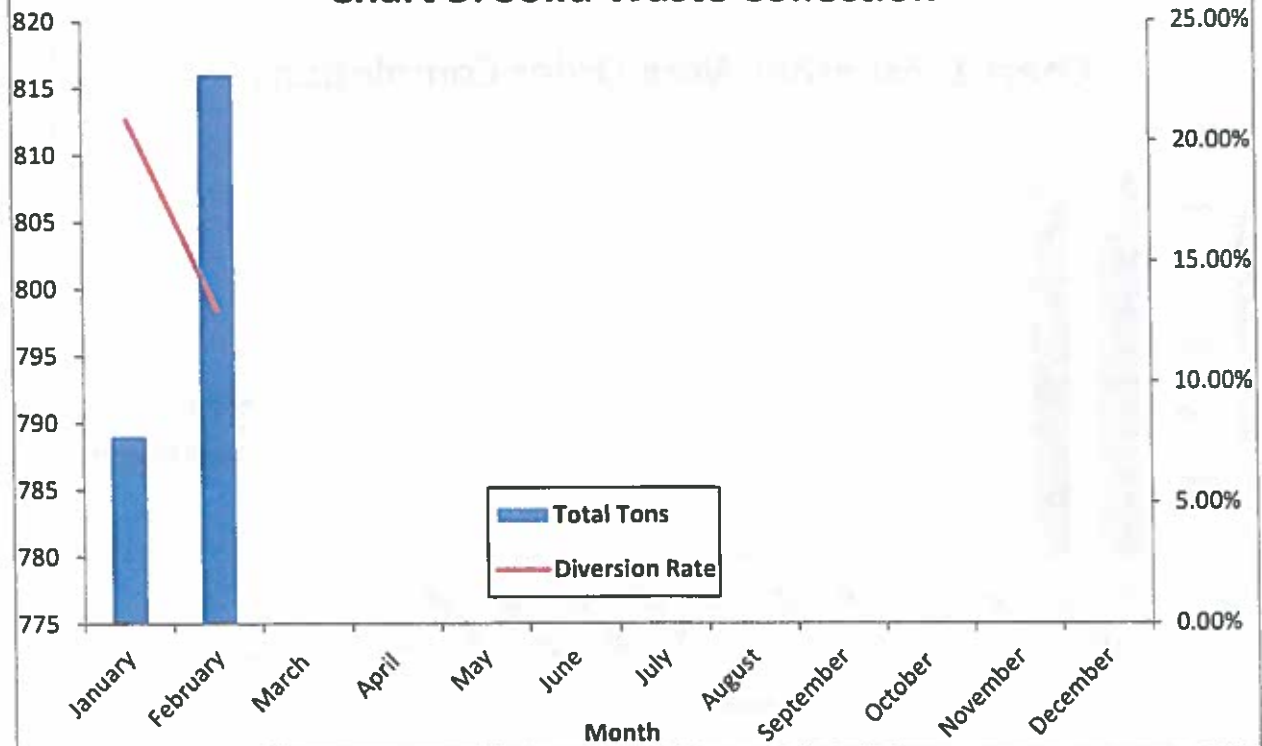


Chart 2: Year-to-year Work Order Completion Rates



Solid Waste: The County average diversion rate was 14.45% in 2015. The month of February diversion rate was 12.99%, bringing the year-to-date average to 16.95%. See chart below.

Chart 3: Solid Waste Collection



Solid waste permits sales are shown below.

Permit Type	Number of Solid Waste Permits Sold	
	Feb 16	CY16
1-trip	17	28
6-trip	42	68
6-trip/senior	11	19
6-trip/low income	3	4
6-trip/veteran	2	3
12-trip	130	299
12-trip/senior	88	209
12-trip/low income	3	3
12-trip/veteran	15	44
Bag tags	62	122

Utilities:

Utilities' new meter-reading equipment was employed in reading customer meters this month. With a strong signal, the vehicle-based equipment picks up more meter readings, allows operators to collect the customers' data in half the time, and more easily transfers data from the reading device to billing software.

Utilities is pleased to welcome Phyllis Bustamante and Danielle Tennyson to our team, as Utilities Engineering Associate and Secretary Senior, respectively. This brings our staffing level to 95 percent.

At their regularly scheduled March 3, 2016 meeting, the BDD Board scheduled a study session on March 23, 2016, (2 pm) to review the FY17 budget and allocations. Staff from BDD, City, County and Las Campanas entities have been asked to present a unified proposal. The Board also approved a \$49,340 design contract with Deere and Ault Consultants, Inc. to redesign four raw water diversion pumps and associated air burst pump systems.

Project Delivery:

Road Projects:

- **NE/SE Connector Alignments:** Amendment No. 2 for the MOU between NMDOT and Santa Fe County for design and construction of the NE Connector was approved by Santa Fe County on December 8, 2015 and delivered to NMDOT on December 11, 2015 for final signatures.
- **CR54 Los Pinos All Weather Water Crossing:** As of March 2, 2016, no entitlement to move forward with removal of the culverts. Santa Fe Legal Department will keep us posted as they gain the necessary approvals.
- **CR50A San Jose Road Drainage and Road Improvements:** Discussions from the meeting to

obtain drainage easement reflect a lack of commitment from all four parties. Projects staff met with County Commissioner liaison Chris Barela on January 14, 2016 to see if a decision as to how to proceed with this project has been determined. Staff is recommending the BCC review current circumstances and cancels this project until such time when easement issues are resolved.

- **Race Track Subdivision** – Met with Santa Fe Engineering on December 3, 2015 to discuss drainage study and review drainage easement requirements, drainage flows within this subdivision and preliminary easements widths for affected properties. Final drainage report was reviewed on February 5, 2016 with comments provided by Mr. Kelley and Robert Martinez. Received Santa Fe Engineering's proposed costs to complete the required engineering services, drainage/road construction, donated easement surveys, ESA Phase I Survey and cultural survey, monitoring and mitigation costs. Current project budget is \$ 317,134.87. Proposed engineer's project cost is \$770,233.93. Cultural survey, monitoring and mitigation costs alone equals \$120,000.00 (not including NMGR) based on what information is known to exist in this project's cultural area identified as LA-16.
- **CR67F, La Barbaria Drainage and Road Improvement Project:** Project survey and data collection is expected to be completed by Louis Berger Group by March 14, 2016. 30% design drawings should be submitted by June 17, 2016. Louis Berger will provide an updated design schedule once the survey data has been received.
- **CR55A General Goodwin Drainage and Road Improvements:** Prior to moving forward with further design, On February 19, 2016, Santa Fe County provided Mr. Hyatt and Ms. Melissa Houser with the Santa Fe Conservancy with an aerial photo of the proposed detention pond location with three road alternatives to reach the project location. Currently awaiting response from Ms. Houser. On March 2, 2016, Santa Fe County contacted Mr. Verlyn Miller and asked to provide cost comparisons for the road design improvements along NM 14 versus the initial design for the first segment of road on CR55A. These costs will be presented to Santa Fe County to determine which option will be incorporated into the final design for the road improvement portion of this project.
- **Old Santa Fe Tail Multi-Modal Road Improvements:** On February 4, 2016, a meeting was held with Century Link, Salls Brothers Construction and MolzenCorbin to discuss utility relocates in anticipation for road work that is scheduled to begin at the end of February. As of March 2, 2016, Century Link has not relocated the identified utility lines. Instructed Road widening work began on February 29, 2016 with the installation of the required curb and gutter. On March 2, 2016, MolzenCorbin sent an e-mail to Salls Brothers Construction to ensure the identified archaeological sites are protected with orange fencing prior to mobilizing the paving equipment. Working with Salls Brothers Construction on the forth submittal of new fencing specifications required for the Ortiz Property.
- **Vista Redonda Drainage and Road Improvements:** Santa Fe County Legal Department completed and mailed response on January 21, 2016 to AAC Construction attorney. Response from AAC Construction was received on February 8, 2016 and forwarded to Santa Fe County Legal Department for review. Meeting was held on February 19, 2016 with SFC Legal Department and Santa Fe Engineering to discuss how to proceed with the response to AAC Construction. On February 25, 2016, Santa Fe Engineering submitted response to AAC Construction maintaining their position in denying AAC Construction's claim due to utility delays, but approving additional work to prepare for winter suspension. AAC Construction has forward the response to their attorney. On March 2, 2016, Santa Fe County received an advance copy of AAC Construction's attorney requesting mediation scheduled for March 30,

2016. Received approval from Santa Fe County Legal Department to proceed with a meeting scheduled with AAC Construction and Santa Fe Engineering for March 10, 2016 to discuss this projects restart date.

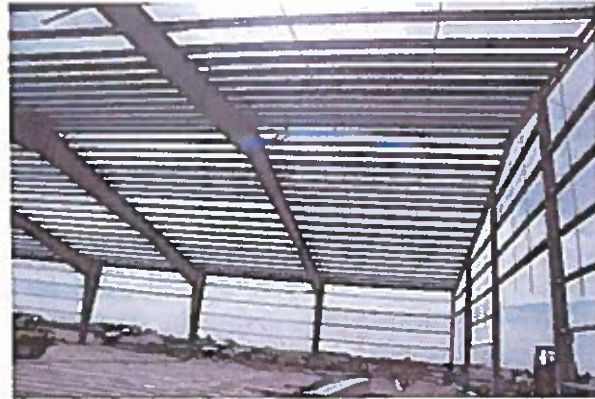
- **CR89C Calle Catalina:** EA Phase I reporting began on December 7, 2015. Land acquisition appraisals began December 14, 2015. Individual meetings with property owners scheduled for January 14, 2016 and January 16, 2016. Completed all coordination with residents along CR89C for the Phase I EA report on January 27, 2016. Draft of appraisals received on January 30, 2016. Forward appraisals to Mr. Terry Lease to review. Meeting with individual property owners will have to be scheduled to review the road design and discuss the impacts to their properties. Determination will be made to include the costs for replacing private property in the appraisals or design drawings. Santa Fe Engineering will be developing exhibits to provide the affected property owners a clear understanding as to how the drainage and road design impact their property
- **1st Street Improvements for Cerrillos** – Completed road measurements and road cores on October 19, 2015. Developing estimates for paving and chip sealing to ensure that there is sufficient funding, 100% complete. Funding is budgeted. Meeting scheduled for February 11, 2016, with Purchasing to discuss moving forward with On-Call Construction Services. Submitted bid packet to Finance on February 19, 2016 and awaiting letter of authorization to proceed from Purchasing Manager to schedule a Pre-Bid meeting with On-Call Contractors. Meeting scheduled for March 8, 2016 with representatives from this community.
- **Pinon Hills Subdivision** - Completed road measurements on November 16, 2015. Estimates and bid sheets are being developed. Funding is budgeted. Meeting scheduled for February 11, 2016, with Purchasing to discuss moving forward with On-Call Construction Services. Submitted bid packet to Finance on February 19, 2016 and awaiting letter of authorization to proceed from Purchasing Manager to schedule a Pre-Bid meeting with On-Call Contractors.

2016 ANNEXATION PHASE 2C ROAD PROJECTS – Meeting with Bill Taylor was held to discuss the bid process for the upcoming annexation projects on February 11, 2016. Mr. Taylor has approved the process to invite the contractors on the On-Call contract to bid on these projects. PPR Packet is scheduled to be submitted to Purchasing on February 19, 2016.

- **Remuda Ridge Subdivision** - Completed road measurements on October 28, 2015. Estimates and bid sheets are being developed. Meeting scheduled for February 11, 2016, with Purchasing to discuss moving forward with On-Call Construction Services. Submitted bid packet to Finance on February 19, 2016 and awaiting letter of authorization to proceed from Purchasing Manager to schedule a Pre-Bid meeting with On-Call Contractors.
- **Rancho de la Luna Subdivision** - Completed road measurements on November 10, 2015. Estimates and bid sheets are being developed. Meeting scheduled for February 11, 2016, with Purchasing to discuss moving forward with On-Call Construction Services. Submitted bid packet to Finance on February 19, 2016 and awaiting letter of authorization to proceed from Purchasing Manager to schedule a Pre-Bid meeting with On-Call Contractors.

Facilities Projects:

- **Stanley Cyclone Center-Phase 2:** (See progress pictures below) Subcontractor have placed base course on 90% of the project. The Fire line and Tank are 80% complete. Secondary power is needed for the Fire Pumps this will be on the North East side of the property PO was sent to Power Company waiting on schedule. The Sub Contractor has started erecting parts of the building and rough framing is 45% complete.



- **Leo Gurule Basketball Court Replacement:** Staff is preparing SOW for contract services.
- **Nambe Parking Lot Improvements:** Staff is reviewing Engineers report on different option to improve the parking lot. Scope of work pending, site visit was done this week.
- **Edgewood Fire Station/Cedar Grove #2 ADA Upgrades:** A site visit was made, staff confirmed requirements with Property Control and the scope of work was clarified. Staff will start putting together a request to procurement for the design.
- **Bennie J Chavez Septic System:** Plans have been completed and PM is planning procurement of contract services.
- **Nancy Rodriguez Community Center:** Design proposals have been reviewed and evaluated. Contract negotiations underway. Cost Proposal was sent to Purchasing on February 29, 2016.
- **Plan and Design Improvements at County Fairgrounds Ag Extension Office:** The Selection Committee met February 29, 2016 and shortlisted 3 offerors for oral presentations scheduled for March 21, 2016. A proposal for updating survey information is pending. The City has indicated they can approve metered water service. The details of a waste water hookup are being discussed.
- **Catron Street Complex:** The A&E contract is scheduled to BCC on March 8, 2016. NTP estimated March 14, 2016. Written opinion on State Ordinance re: Historic Ordinances compliance by SF County pending.

- **Catron Street Complex (Commissioning Agent RFP):** EEI was selected as the commissioning agent by the evaluation committee. Contract negotiations are underway.
- **District Attorney Office Remodel:** Eric Blinman is preparing the contract for further archaeological services at the DA office site. Architectural Contract Assignment is pending.
- **Adult Detention Facility Master Plan:** The meeting with Pablo to finalize the Scope of Work for the master plan to be scheduled by Erika Lovato. Projected cost for this study may exceed \$50K and that we will go to an RFP. Erika is requesting a BAR of \$100K.
- **PW Expansion Phase II:** IPR/PPR/REQ. package sent to purchasing December 2, 2015.
- **PW Admin, HVAC Upgrades:** The LOI IPR/PPR/REQ. package was sent to finance/purchasing February 19, 2016
- **Ken and Patty Adam Senior Center/County Community Center:** The current project completion is scheduled for March 14, 2016. Landscape work began on Monday, February 29, 2016 with completion scheduled for Friday, March 11, 2016. Ceiling tiles are installed. Flooring for community center was delivered to the site on Friday, March 4, 2016 with installation scheduled to begin Wednesday, March 9, 2016. Plumbing fixtures installation began on Thursday, March 3, 2-16 with completion scheduled for Thursday, March 10, 2016.
- **Glorieta Fire Station #2:** The Project is in the start-up phase. The contractor is waiting on a SWPP permit to begin work on site which will take two weeks. Mora-San Miguel Electrical Cooperative is waiting on approval from the Department of Transportation to access and install the utilities within the DOT right-of-way.
- **Galisteo Fire Station Apparatus Addition:** The Galisteo Community Association approved the lot line adjustment as presented. The PM submitted the lot line adjustment packet to the Land Use Division requesting approval.
- **Rancho Viejo Fire Station Staircase:** The PM completed the Purchasing Process Request form with back up information for soliciting a contractor to construct the staircase and forwarded over to the Procurement Division on Monday, February 22, 2016.
- **Agua Fria Fire Station Training Center Site Improvements:** A Public Hearing presenting the project to a Hearing Officer was held on February 25, 2016 at the County Commission Chambers. On March 17, 2016 the project will be presented to the County Planning Commission.
- **Santa Fe Mountain Center Renovation:** After discussing with staff it is determined that it would be best to hire an Architect for design services for five small projects to include the interior kitchen addition at the Santa Fe Mountain Center several small projects. The PM will schedule a meeting to coordinate with the Procurement Division.
- **Hwy 14 Senior & Community Center:** A pre-proposal meeting for the Architect/Engineering services was held on Thursday, March 3, 2016. 15 design firms attended the mandatory meeting and site visit that followed the pre-bid meeting. The proposal submittal deadline is scheduled for March 17, 2016.
- **Glorieta Fire Station #1 - Insulation Installation:** The PM will be contacting contractors for information on the application of the fire retardant over the exposed wood rafters and ceilings.
- **Adult Detention Facility/Youth Development Program Projects:** Server Rooms-Change Order No. 1 was submitted to purchasing on February 18, 2016 and the date of substantial completion will be revised to May 12, 2016 to reflect Change Order No. 1. Overall the project is progressing at a good pace and is about 80% complete.
- **Replace Storm Water Catchment Structures:** Blueline Construction was on site on Friday February 19, 2016 to complete the drainage line extension. The project is now 100% complete.

The PM has conducted a final walk through and will closeout project once final payment application is received and processed.

- **Jacona Transfer Station:** A RFP for Construction was advertised on February 21, 2016, Proposals are due on March 25, 2016, Contract is scheduled to be awarded on May 24, 2016.
- **Romero Park:** The Landscape Contractor's work is currently in winter suspension. A meeting is scheduled for mid-March to assess the weather conditions and determine a restart date. The restart date is currently set for April 11, 2016. The Landscape Contractor will remobilize at that time to complete the irrigation, landscaping and installation of the sod. The remainder of the playground equipment is scheduled to arrive in mid-April.
- **Arroyo Hondo Trail:** Roberta Joe is working with the CCAA attorney to revise the ROE. Sent ROE to La Pradera to review on January 26, 2016. Followed up with La Pradera on February 22, 2016. Followed up with Warren Thompson on February 1, 2016. The engineer sent a request for LiDAR data to our GIS Division on February 23, 2016. The Engineer is updating the project schedule.
- **Mt. Chal:**

Glockhoff

- Gail Glockhoff is ready to sign the purchase agreement.
- The title company is reviewing the title research on the 10 acre parcel that was sold to the Tennessee and Los Cerrillos Mining Company by the original grantee of the mining patent in 1872 without a legal description to see if it is sufficient to remove that exception from the title.

Aitken

- Made offer to Aitken for the access easement and cap area for the appraised value of \$533,450.
- Mr. Aitken requested land use approvals as part of the settlement (a lot split and approval of a development plan for cabins to rent to tourists). We said the County would not grant any land use approvals as part of the acquisition. We countered with a proposal to purchase the whole parcel for the appraised value of \$620,500.
- Mr. Aitken claimed he had mineral rights that had value and that value was not accounted for the appraisal. Tierra Row solicited cost proposals for a mineral appraisal. The cost for an appraisal for both aggregate and metals was between \$50,000-\$80,000. The mineral appraiser who reviewed the documentation Mr. Aitken provided on his minerals to prepare a cost proposal informally advised Tierra ROW that Mr. Aitken does not have the additional value he thinks. Without any assurance from Mr. Aitken that he would agree to sell the whole property if it turned out he did not have any additional value, Tierra ROW advised the County not to pursue the mineral appraisal.
- Tierra ROW informed Mr. Aitken that the County would not complete a mineral appraisal and restated the offer to purchase the whole parcel for \$620,500. Mr. Aitken declined the offer.
- Tierra ROW restated the offer to purchase the access easement and cap area for \$533,450. Mr. Aitken is having his attorney review the purchase agreement. Mr. Aitken countered that he wants an additional \$75,000. Tierra ROW is negotiating with him.
- Tierra ROW has advised that it would be better for the County to reach a negotiated settlement than to go to condemnation. Right now the BCC has only authorized the

purchase of the property at the appraised value of \$533,450. Tierra ROW is working to negotiate a settlement comparable to the cost to condemn the property, which they estimate at \$40,000.

- **Pojoaque Sports Fields:** Received the executed Amendment No. 2 to the Landscape Architect's contract for the Phase II design services February 23, 2016. Gave the Landscape Architect Notice to Proceed on the Phase II design on March 1, 2016. Met with Commissioner Roybal to review the parking alternatives on February 26, 2016. Received purchase order for outfield fence on February 23, 2016. Placed order on February 24, 2016. Expect delivery by April 1, 2016.
- **Santa Fe River Property Acquisition:** Section "A" – The Hilgendorf property, the second largest parcel in the project, closed on March 3rd. Anthony Romero signed his Purchase Agreement on February 26th, the Title Company has begun the Closing Process. Kelly Alcon, Tierra Field Agent, reported he expects signed Purchase Agreements from Costello and Castillo within the next week. Rivera Closing Documents are being prepared by the Title Company, mortgage issues being resolved. Staff is working with County Legal to resolve City permitting issues for moving Mr. Boylan's mobile home. Final overlap issues are being resolved by Karl Sommer, Mr. Boylan's attorney. Section "B"; Teng & Levy are scheduled for closing on March 11th. Staff is meeting with Art Montoya on March 10th to discuss his offer. Staff received 6 appraisals in segment "B." Staff has concerns to be discussed with the appraiser over what is considered floodplain and developable land. Section "C" – Staff continues to work with BLM to resolve ownership issues. The Biological Report and Environmental Assessment were submitted to the BLM as per the Patent Application requirements.
- **Santa Fe River-El Camino Real Design:** SHPO agreed with the Testing Reports conclusions and approved moving forward with the project. SLO Archaeologist has been out of the office on medical leave for the last few weeks and unresponsive to status inquiries. Ron Winters is following up to determine his substitute.
- **Santa Fe River-Frenchy's to Siler Design Update:** The contract has been fully executed, Notice to Proceed pending County Manager signature on Purchase Order.

Utility Projects

- **Quill Wastewater Treatment Facility Sludge Disposal Plan–Construction Phase:** Project Manager has submitted documentation to hire Waste Hauler/Contractor to remove and dispose of sludge in compliance with NMED requirements. Disposal Management Plan has been approved by New Mexico Environment Department. **Purchase Requisition has been sent to Procurement Division for assignment to Procurement Specialist on December 21, 2015.**
- **Vista Aurora Subdivision Sewer Line Upgrade–Design Phase:** Project Manager is proceeding with the procurement of Engineering Design Services. **Purchase Requisition has been sent to Procurement Division for assignment to Procurement Specialist on October 26, 2015.**
- **La Cienega Water Line Improvements–Construction Phase:** County Attorney has placed this project on hold based on legal issues. Projected BCC approval is April 2016.
- **UDV Temple Cost Estimate Verification–Construction Phase:** Construction schedule completion date has been extended to March 18, 2016.

- **Old Santa Fe Trail TL2N Waterline Extension–Construction Phase:** Contractor is continuing work on Old Santa Fe Trail. Waterline installation is complete and Contractor is installing fire hydrant stub-outs. Contractor is demobilizing from TL2N Site as work is being completed and should be demobilized by February 24, 2016.
- **Madrid Fire Station Fire Protection System–Design Phase:** Project Manager is proceeding with Design Phase of project.
- **Lamy Junction Waterline Extension–Design Phase:** Project Manager is obtaining a Cultural Resource Survey of waterline alignment. Cultural Resource field start is March 8, 2016.
- **TL6S Waterline Extension–Design Phase:** Project Manager is obtaining a Cultural Resource Survey of waterline alignment. Cultural Resource Survey Report is being generated for review by Project Manager. Engineers are proceeding to 100% completion of Bidding Documents.
- **ADF Kitchen Floor Removal – Project Support:** Pre bid conference was held on February 10, 2016. Bids were received on February 19, 2016.
- **Agua Fria Utilities Plan–Design Phase:** Project Manager is proceeding with the procurement of Engineering Design Services. .
- **Chupadero Hydrologic Survey Planning Phase:** Letter of Interest was sent to five firms on February 17, 2016. Responses were received on February 29, 2016 and forwarded to Utilities Division on March 3, 2016.

ACTION REQUESTED:

None; for information only.

Table 1: February 2016 Work Order Report
Property Control

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	11	11	9	8
2	6	6	6	6
3	8	8	8	7
4	10	10	9	9
5	18	18	14	14
All	59	59	58	56
TOTAL	112	112	104	100
		100.00%	92.86%	89.29%

Roads

COMM. DIST.	Overall WO's from public & staff	Overall WO Issued from public & staff	Overall WO Closed from public & staff	Request from public only	On-time request from public only
1	31	31	30	6	5
2	10	10	10	1	1
3	58	58	57	3	2
4	38	38	37	8	7
5	33	33	16	22	5
All	23	23	23	0	0
TOTAL	193	193	173	40	20
		100.00%	89.64%		50.00%

Traffic

COMM. DIST.	Overall WO's from public & staff	Overall WO Issued from public & staff	Overall WO Closed from public & staff	Request from public only	On-time request from public only
1	19	19	19	1	1
2	10	10	10	1	1
3	16	16	15	3	2
4	4	4	4	0	0
5	18	18	18	1	1
All	8	8	8	0	0
TOTAL	75	75	74	6	5
		100.00%	98.67%		83.33%

Building Services

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	4	4	3	3
2	2	2	2	2
3	1	1	1	1
4	1	1	0	0
5	3	3	2	2
All	33	33	33	25
TOTAL	44	44	41	33
		100.00%	93.18%	75.00%

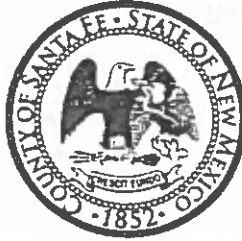
Open Space

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	25	25	24	24
2	13	13	13	13
3	17	17	17	15
4	8	8	8	8
5	10	10	10	10
All	15	15	13	13
TOTAL	88	88	85	83
		100.00%	96.59%	94.32%

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3




Kathy Holian
Commissioner, District 4

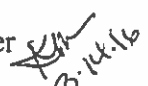
Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Board of County Commissioners

From: Bernadette Salazar, Human Resources Director 

Via: Katherine Miller, County Manager 
3.14.16

Date: March 9, 2016

Re: HR Monthly Report for February 2016

Topic:

The HR Division provides the Santa Fe County Board of County Commission with a monthly report regarding highlighted HR information and events. The purpose of this memo is to provide you with information for the month of February.

Training and Employee Development

Throughout the month of February, Human Resources conducted thirty-five training sessions. Three hundred eighty-two employees attended these training sessions. Human Resources supported ninety-six New Mexico Edge classes for twenty Santa Fe County employees. This resulted in a total of \$4,800 of financial support for the NM Edge courses not inclusive of per diem costs. This is a great opportunity for employees to attend courses specifically related to their jobs as local government employees and also provides them with the resources to obtain nationally recognized certifications. Additionally, thirteen tuition assistance applications were processed and approved for the total amount of \$6,000. Tuition assistance provides financial support for employees to obtain a job related degree.

Employee Benefits and Wellness

Santa Fe County has joined the New Mexico Coalition for Healthcare Value. This is an employer-led, multi-stakeholder nonprofit group that has evolved from a nationally funded grant program into one that is financed and operated by those who pay for care, provide care and receive care. Together, we work as a collaborative group with other counties, employers, health care providers and community resources to tackle goals of improving health, providing better care, transparency and healthcare cost reform for all New Mexicans.

Santa Fe County Day at the Roundhouse:

Human Resources participated in Santa Fe County Day at the Roundhouse on February 16, 2016. Human Resources utilized this opportunity to showcase job opportunities available with the county, network with other employers and gain valuable insight on what potential employees value from employment opportunities.

Promotions and Recruitment

During the month of February, the Public Safety Department had two promotions within RECC. Daniel Quintana began employment with Santa Fe County January 27, 2014 and was promoted to Emergency Communications Specialist II. Ashley Woods began employment with Santa Fe County January 27, 2014 and was promoted to Emergency Communications Specialist II.

The Sheriff's Office had one promotion in February. Antonio Lopez began employment with Santa Fe County February 9, 2015 and was promoted to Sheriff Deputy I. We congratulate all these employees for their great accomplishment.

During the month of February, the Human Resources Division along with the Adult Detention Facility implemented a new physical agility testing for detention officer applicants. The purpose of revamping the format of the physical agility test is to provide situations that may actually occur in a correctional setting and structure the physical agility test around those situations. HR and Corrections worked together and came to the conclusion that we were losing good candidates due to the physical agility testing as it was more general in nature relative to physical aptitude to do a job such as running a mile and a half in a certain amount of time. With that, we worked on specific situations that require physical capabilities relevant to the job and developed a series of tests. This included a 40 yard dash, clean and jerk lift (55lbs), stair climb (the allotted time of 1 minute 30 seconds) and victim rescue (drag 175 pound dummy 40 feet). The first group included seven applicants and it was a success. The staff interaction with applicants was extremely positive. The staff showed great enthusiasm towards the new requirements and the positive energy they exuberated was helpful in making the test run very smooth. We were able to navigate through the facility very securely and easily. The flow of the test seemed to encourage the applicants as they expressed their interest in receiving a preview of the work setting. Overall everything went according to plan and the new format is a very good representation of the daily duties of the men and women who work inside the facility.

Attached are the HR Statistics Report, the New Hire Report and the Labor Statistics Report for February 2016 and the list of Years of Service for Santa Fe County Employees for March 2016. If you have any questions, I can be contacted at 992-9886. Thank you.

SANTA FE COUNTY
Human Resources - Statistics - February 2016

Department	Division	Regular	Part Time	Full Time	Elected Officials	Temp	Vacancies	Total Positions
01-COUNTY MANAGER	COUNTY MANAGER ADMINISTRATION	8		8			1	9
	COMMISSION	5		5	5			5
	HUMAN RESOURCES DIVISION	12		12				12
	FINANCE DIVISION	21		21			4	25
01-COUNTY MANAGER Total		46	0	46	5	0	5	51
02-LEGAL DEPARTMENT	LEGAL ADMINISTRATION	8		8			1	9
02-LEGAL DEPARTMENT Total		8	0	8	0	0	1	9
15-ADMINISTRATIVE SERVICES DEPARTMENT	ADMINISTRATION	3		3				3
	INFORMATION TECHNOLOGY	15		15			2	17
	PURCHASING	7		7			1	8
	MAIL ROOM	1		1				1
	RISK MANAGEMENT	3		3				3
15-ADMINISTRATIVE SERVICES DEPARTMENT Total		29	0	29	0	0	3	32
04-COMMUNITY SERVICES DEPARTMENT	DWI LOCAL	7		7				7
	DWI TEEN COURT	3		3				3
	DWI COMPLIANCE	1		1				1
	INDIGENT HOSPITAL FUND	3		3				3
	EMS-HEALTH CARE	3		3				3
	MOBILE HEALTH FAIR VAN	3	1	2			2	5
	SENIOR PROGRAMS - ADMIN.	28		28		2	1	29
	ADMINISTRATION	4		4				4
	POJOAQUE SATELLITE OFFICE					1		0
	EDGEWOOD SATELLITE OFFICE					1		0
04-COMMUNITY SERVICES DEPARTMENT Total		52	1	51	0	4	3	55
05-GROWTH MANAGEMENT DEPARTMENT	LAND USE ADMINISTRATION	4		4				4
	PLANNING	9		9				9
	GIS	9		9				9
	AFFORDABLE HOUSING-COUNTY	1		1				1
	BUILDING & DEVELOPMENT	15		15				15
05-GROWTH MANAGEMENT DEPARTMENT Total		38	0	38	0	0	0	38
19-HOUSING DEPARTMENT	ADMINISTRATION	9		9			3	12
	HOUSING SECTION 8 VOUCHER	2		2				2
	HOUSING CFP - 2013	1		1				1
19-HOUSING DEPARTMENT Total		12	0	12	0	0	3	15
06-PUBLIC WORKS DEPARTMENT	PUBLIC WORKS ADMIN.	13	1	12				13
	FLEET SERVICE	9		9				9
	TRAFFIC ENGINEERING	6		6			1	7
	SOLID WASTE	21	1	20			2	23
	ROAD MAINTENANCE	32		32			10	42
	PROPERTY CONTROL	12		12			3	15
	BUILDING SERVICES	17	1	16			1	18
	PROJECT DEVELOPMENT DIV	8		8			2	10
	OPEN SPACE	4		4			2	6
	AAMODT	1		1				1
	WATER	17		17			2	19
	WASTEWATER	1		1				1
06-PUBLIC WORKS DEPARTMENT Total		141	3	138	0	0	23	164
08-PUBLIC SAFETY DEPARTMENT / FIRE	FIRE ADMINISTRATION	24		24			7	31
	FIRE REGIONS	76		76		2		76
	WILDLAND PROGRAM	2		2			1	3
08-FIRE Total		102		102		2	8	110
18-PUBLIC SAFETY DEPARTMENT / CORRECTIONS	01-ADMINISTRATION	6		6				6
	60-ADULT FACILITY	119		119			36	155
	62-MAINTENANCE DIVISION	5		5			2	7
	63-MEDICAL SERVICES	20		20		1	10	30
	65-ELECTRONIC MONITORING	7		7			3	10
	70-YOUTH DEVELOPMENT FAC.	22		22			7	29
18-CORRECTIONS Total		179		179		1	56	237

SANTA FE COUNTY
Human Resources - Statistics - February 2016

Department	Division	Regular	Part Time	Full Time	Elected Officials	Temp	Vacancies	Total Positions
21-PUBLIC SAFETY DEPARTMENT / RECC	01-ADMINISTRATION	39		39			9	48
21-RECC Total		39		39			9	48
PUBLIC SAFETY DEPARTMENT Total		320		320			75	395
09-COUNTY CLERK'S OFFICE	REPORTING & RECORDING	14	1	13	1		7	21
	BUREAU OF ELECTIONS	11		11			2	13
09-COUNTY CLERK'S OFFICE Total		25	1	24	1		9	34
10-COUNTY TREASURER'S OFFICE	COUNTY TREASURER ADMIN.	13	1	12	1		1	14
10-COUNTY TREASURER'S OFFICE Total		13	1	12	1	0	1	14
11-COUNTY ASSESSOR'S OFFICE	COUNTY ASSESSOR ADMIN.	28		28	1		1	29
	PROPERTY VALUATION	10		10			3	13
11-COUNTY ASSESSOR'S OFFICE Total		38		38	1		4	42
12-COUNTY SHERIFF'S OFFICE	ADMIN/ANIMAL CNTRL/ENFORC	117		117	1		3	120
	REG. III DRUG ENF GRANT-A	1		1				1
	REG III-HIDTA GRANT	1		1				1
	DWI SEIZURE	1		1				1
12-COUNTY SHERIFF'S OFFICE Total		120		120	1		3	123
13-COUNTY PROBATE OFFICE	COUNTY PROBATE JUDGE				1			1
13-COUNTY PROBATE OFFICE Total					1			1
TOTAL		842	6	836	9	7	130	872

SANTA FE COUNTY

Human Resources Division- New Hire Report

February 2016

LAST NAME	FIRST NAME	MIDDLE INITIAL	DEPARTMENT	TITLE	EMP STATUS	HIRE DATE
ROMERO	TRINIRAE	V	ADMINISTRATIVE SERVICES /	PROCUREMENT SPECIALIST	PB	2/22/2016
BARELA	CLARISSA	M	COUNTY CLERKS OFFICE	RECORDING CLERK	PB	2/8/2016
HOLMES	JODIE	B	COUNTY CLERKS OFFICE	RECORDING CLERK	PB	2/22/2016
POUGES	JOSETTE		PUBLIC SAFETY DEPARTMENT /	CASE MANAGER EM/BAIL BONDS	PB	2/8/2016
ATENCIO-TAPIA	ALICIA	R	PUBLIC SAFETY DEPARTMENT / FIRE	VOLUNTEER FIRE FIGHTER	VF	2/6/2016
BELL	ROBERT	D	PUBLIC SAFETY DEPARTMENT / FIRE	FIREFIGHTER/PARAM EDIC CADET	PB	2/8/2016
BOBB	JUSTIN	K	PUBLIC SAFETY DEPARTMENT / FIRE	FIREFIGHTER/EMT-BASIC CADET	TB	2/8/2016
CALLIN	SEAN	H	PUBLIC SAFETY DEPARTMENT / FIRE	FIREFIGHTER/EMT-BASIC CADET	PB	2/8/2016
CORDOVA	MARIA-ELENA		PUBLIC SAFETY DEPARTMENT / FIRE	FIREFIGHTER/EMT-BASIC CADET	PB	2/8/2016
GRIEGO	CHRISTOPHER		PUBLIC SAFETY DEPARTMENT / FIRE	FIREFIGHTER/EMT-BASIC CADET	PB	2/8/2016
RODRIGUEZ	ALONZO	J	PUBLIC SAFETY DEPARTMENT / FIRE	FIREFIGHTER/EMT-BASIC CADET	PB	2/8/2016
TINCHER	OTIS	E	PUBLIC SAFETY DEPARTMENT / FIRE	FIREFIGHTER/PARAM EDIC CADET	PB	2/8/2016
WALLIS	CLAYTON	D	PUBLIC SAFETY DEPARTMENT / FIRE	FIREFIGHTER/EMT-BASIC CADET	PB	2/8/2016
CARRILLO	RUDY		PUBLIC WORKS DEPARTMENT / FLEET	EQUIPMENT SERVICE WORKER	PB	2/22/2016
JARAMILLO	JASON	R	PUBLIC WORKS DEPARTMENT / FLEET	VEHICLE MECHANIC	PB	2/22/2016
BUSTAMANTE	PHYLLIS	A	PUBLIC WORKS DEPARTMENT / UTILITIES	UTILITIES ENGINEERING	PB	2/8/2016

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Board of County Commissioners

Via: Katherine Miller, County Manager *KM*
Bernadette Salazar, Human Resource Director

Date: March 9, 2016

Re: Recognition of Years of Service for Santa Fe County Employees for March 2016

Santa Fe County initiated a years of service recognition program in July of 2014. This program recognizes employees on a monthly basis who have completed years of service in five year increments. Santa Fe County recognizes the value of employee retention. It is important that we express our appreciation to those employees who contribute to the County and choose to make their career with us. Employees receive a service pen with the years of service listed.

For the month of March 2016, the following employees will be recognized:

Employee Name	Department/Office	Title	Years of Service	Hire Date
Erik Sena	PSD / Medical Services	Medical Records Technician	5	03/14/2011
Justin Gonzales	PSD / RECC	Emergency Communication Specialist III	5	03/21/2011
Anna Perez	PSD / Adult Facility	Booking Clerk	5	03/28/2011
Jaclyn Lopez	PSD / Adult Facility	Detention Records Clerk	10	03/06/2006
Marcial Rodriguez	Public Works / Road Maintenance	Heavy Equipment Operator	10	03/20/2006
James Dennison	Public Works / Road Maintenance	Heavy Equipment Operator	10	03/27/2006
Robin Gurule	Legal Department / Legal Administration	Legal & Public Records Administrator	20	03/19/1996

LABOR STATISTICS FOR FEBRUARY 2016

Union Status		Percentage of Union Status		Percentage Of Employees Paying Union Dues	
AFSCME Employees	251	AFSCME Employees	29.81%	AFSCME Employees	41
NMCP SO (Sheriff) Employees	68	NMCP SO (Sheriff) Employees	8.08%	NMCP SO (Sheriff) Employees	49
AFSCME (Corrections) Employees	90	AFSCME (Corrections) Employees	10.69%	AFSCME (Corrections) Employees	47
AFSCME (Medical) Employees	10	AFSCME (Medical) Employees	1.19%	AFSCME (Medical) Employees	4
NMCP SO (RECC) Employees	27	NMCP SO (RECC) Employees	3.21%	NMCP SO (RECC) Employees	14
IAFF (Fire) Employees	71	IAFF (Fire) Employees	8.43%	IAFF (Fire) Employees	68
Total Number of Union Employees	517	Total Percentage of Union Employees	61.40%	Total Number of Employees Paying Dues	223
Non-Union Employees	325	Non-Union Employees	38.60%		
Total Number of Employees	842		100%		

Union Status

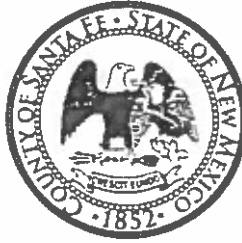
Paying Members



Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: March 29, 2016

To: Board of County Commissioners

From: Jeffery Trujillo, ASD Director *JS7*

Via: Katherine Miller, County Manager *KMB.14.16*

Subject: Administrative Services Monthly Report – February 2016

Below is an informational report in regards to the Administrative Services Department for the month of February 2016.

Information Technology

Work Orders/Technical Support														
All IT requests are captured using a work order tracking system located on SharePoint.		327 work orders were completed/resolved in February 2016.												
Systems and Network Uptime														
<table><tr><th colspan="3">Unscheduled Downtime</th></tr><tr><th>Date</th><th>Description</th><th>Hours</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td>Total</td><td>N/A</td></tr></table>			Unscheduled Downtime			Date	Description	Hours					Total	N/A
Unscheduled Downtime														
Date	Description	Hours												
	Total	N/A												
		Q1 FY 2016 Actual: 100%												
		Q2 FY 2016 Actual: 100%												
		FY 2016 YTD: 100%												

Legal

Legal has processed 365 contracts, 77 resolutions, and reviewed or drafted (or participated in drafting) 8 ordinances this fiscal year.

Mailroom

The Mailroom processed the following in the month of February

Name	Items
Co. Manager	0
Human Resources	39
Fire Department	765
Finance/Payroll	896
Utilities (Water Resources)	86
Public Works	90
Land Use	10
Housing	12
Indigent/HAP	8
DWI	41
MCH	0
PFMD	0
Clerks	82
Elections	636
Assessors	95
Treasurers	555
Probate Judge	13
Attorney or Legal	28
Sheriff	127
Corrections Admin	0
Home for Good Program	0
Purchasing	21
PW-Solid Waste	0
Care Connection	0
HHS Admin	29
Sobering Center	0
Adult Jail	0
Teen Court	66
ASD	1
E-911	3
RECC	5
Senior Services	1
YDF	28
Natural Resources	0
Affordable Housing	0
Section 8	68
COMMISSION	1

Purchasing

February 2016 Activity

538 Purchase Orders were processed in February totaling \$3,930,398.04 encumbered and \$2,513,493.76 invoiced or expended.

The following procurement activities were performed by 4 Procurement Specialist Seniors, 1 Procurement Specialist and the Procurement Manager in February:

54 Active Procurements, Solicitations or Contract Processes, including, but not limited to RFP's, LOI's, IFB's, Quotes, Grants, Leases, Price Agreements, On-Call Services, Easements, MOU's, Amendments and Change Orders. NOTE: Beginning in July, the Purchasing Division experienced a 50% reduction in force. The Division is currently at 15% reduction in force. Two positions have been filled to date and we are anticipating filling our final vacancy on February 22, 2016.

Current Solicitations to Date (March 7, 2016):

IFB's	5
RFP's	16
DOE's	1
Sole Source	3
LOI's	9

Risk Management

Number of Fire Safety Inspections	55
Number of Facility Inspections	0
Number of Road Inspections	9
Number of Worker's Compensation Processed	5
Number of Employees out on Worker's Comp	1
Number of RAP Lessons	4
Number of County Involved Auto Accidents	2
Number of Century Link Cut Cables	0
Number of Safety Trainings	10
Number of Evacuation Drills	0
Number of New Employee Orientations	2

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Santa Fe County Board of County Commissioners
Through: Katherine Miller, County Manager
From: Patricia Boies, Community Services Department
Date: March 14, 2016
Re: **Community Services Department Report**

Health Services

We are pursuing an application for an Accountable Health Communities Grant from Centers for Medicaid and Medicare Innovation, whereby Santa Fe County would be the bridge organization to align counties' health agencies and providers in our region, including Rio Arriba, Taos, and Los Alamos. We are waiting to hear from NM Human Services Department whether they will agree to partner with us on the Accountable Health Communities grant, a precondition for pursuing the application. CMS has extended the grant application deadline to May 18.

The Mobile Crisis Response Team has served 189 people in crisis in the field and linked 241 people to behavioral health services. Zero suicides have occurred among those served. Protocols for contacting and handing off to the PMS team were clarified in a joint meeting of medical directors for City and County first responders and will be used during another round of trainings with responders. Trainings have been delivered to 196 EMT's, 171 Law Enforcement Officers, and ten 911 staff.

Senior Services

The Governor signed the capital funding allocation of \$247,000 for senior services vehicle replacement, which now goes before the voters in November.

During the month of February, Senior Services provided 3,381 congregate meals and 4,933 home-delivered meals, as well as 533 units of transportation.

Community Safety

In collaboration with the Santa Fe Magistrate Court, Esperanza Shelter, and the First Judicial District Attorney's office, the DWI program is moving forward with a pilot focusing on domestic violence offenders. Esperanza will provide treatment to 12 domestic violence offenders sentenced in Magistrate Court. Working closely with Esperanza and the sentencing judges, the DWI program will provide compliance monitoring for these offenders sentenced to the program, beginning in March. This represents a new service to the Magistrate Court.

Throughout the month of February the DWI program hosted meetings with law enforcement agencies, treatment and ignition interlock providers, the Courts, Juvenile Probation, and the DWI Planning Council to discuss and identify gaps and needs in the community when dealing with DWI, underage drinking, substance and alcohol abuse. Information gathered will be used to revise the current DWI strategic plan.

Teen Court is releasing a Notice of Funding Availability for the Youth Education and Recreation Program. A total of \$225,000 will be allocated to nonprofit and units of government for evidence-based or promising-practice services to youth grades K-12. Services should be aimed at increasing health and overall social well-being and affecting health indicators in the Santa Fe County Health Action Plan.

Teen Court submitted an application for the 2016 All-America City Award, which looks at collaboration with community organizations and local governments and schools. Semi-finalists will be announced in April, and the selected community teams will then attend the All-America City final awards event in Denver in June.

Community Operations

Planning is underway for the County Fair, which will begin on July 31st with the horse show and continue through Saturday, August 6th. Three new Fair Board members have been appointed and three members re-appointed by the BCC.

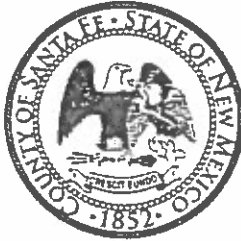
For the month of February, there were 21 community center rentals: eleven at Nancy Rodriguez, four at Nambe, two at El Rancho, and one each La Cienega, Nambe, Cundiyo, and Bennie J. Chavez.

Staff is working with Public Works on the Pojoaque Recreation Complex and met with Pojoaque Little League President Kellan Nelson on parking, lighting, and concession issues, in preparation for the baseball season. Staff is also working on an RFP for the Pojoaque Recreation maintenance contract for FY 2017.

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To: Santa Fe Board of County Commissioners

From: Carole H. Jaramillo, Finance Division Director

Via: Katherine Miller, County Manager

Date: March 9, 2016

Re: *Financial report for the month ending 2/29/2016*

ISSUE:

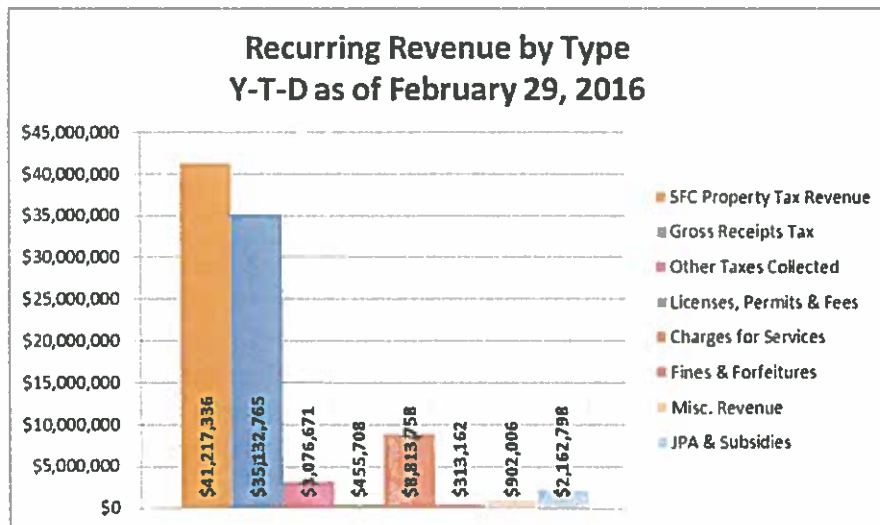
Presented herein, is a report summarizing the financial activities of the County fiscal year-to-date through the month ending February 29, 2016.

BACKGROUND:

This report presents a comparison of recurring revenues and expenditures and highlights various capital expenditures which are non-recurring. Also highlighted are major sources of revenue: property taxes and gross receipts taxes, with year over year comparisons to fiscal year 2015.

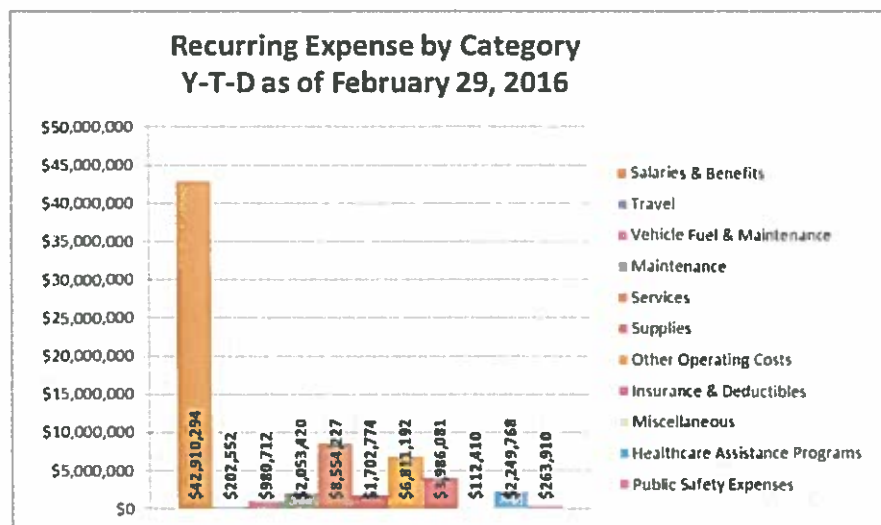
Recurring Revenue

Through the month of February, the recurring revenues collected totaled \$92.1 million. The recurring revenue collections were \$1.5 million greater than the same period in fiscal year 2015 (excluding Hold Harmless Gross Receipts Tax collections of which began in September 2015). Excluding the HH GRT, collections of gross receipts taxes, in total, are higher than FY 2015 collections through February 28, 2015, by \$0.7 million, property taxes are higher by \$1.7 million, and other taxes are higher by \$0.1 million for that period. There were decreases in miscellaneous revenue (\$0.9 million) and JPAs and subsidies (\$0.2 million) during the same period. The Hold Harmless GRT, itself, has brought in \$2.2 million in addition to the above revenue amounts, but is restricted to use for capital and/or maintenance, thus does not assist with the support of most on-going operations.



Recurring Expenses

Through the month of February, the recurring expenditures total \$69.8 million. This exceeds the prior year expenditures of \$65.0 million for the same period by \$4.9 million or 7.5%. This increase is primarily due to increases in salaries and benefits (\$0.4 million), services (\$1.5 million), supplies (\$0.1 million), other operating costs (\$0.2 million), healthcare assistance (\$0.4 million) and insurance and deductibles including judgments and settlements (\$2.5 million). There were also offsetting decreases in, vehicle fuel (\$0.3 million) and miscellaneous expenses (\$0.1 million). The chart below represents the amounts expended for the various categories of recurring expenses through February 29, 2016.

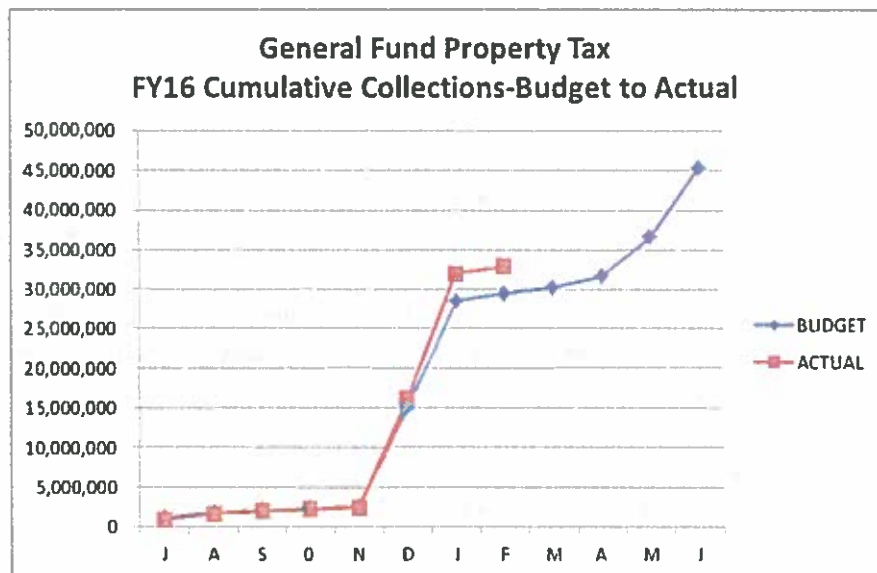


Through the month of February, 2016, recurring revenue exceeded recurring expenses by \$22.3 million. Typically expenditures will exceed revenue collections at the start of each fiscal and equalize mid-year as property taxes are collected. This condition is caused by the cyclic nature of property tax collections where the months following when tax bills are sent, and when payments are due, see the highest revenues. These are the months of December, January, May and June. In the early months of the fiscal year, it is the budgeted cash that balances the budget.

Property Tax Revenue

Property tax is recorded monthly and compared to the actual monthly budget forecasts. Property tax revenue budget estimates are conservative, as a budget shortfall in property tax receipts would have a serious impact on various County operations. Property taxes are the primary source of revenue for the County's General Fund.

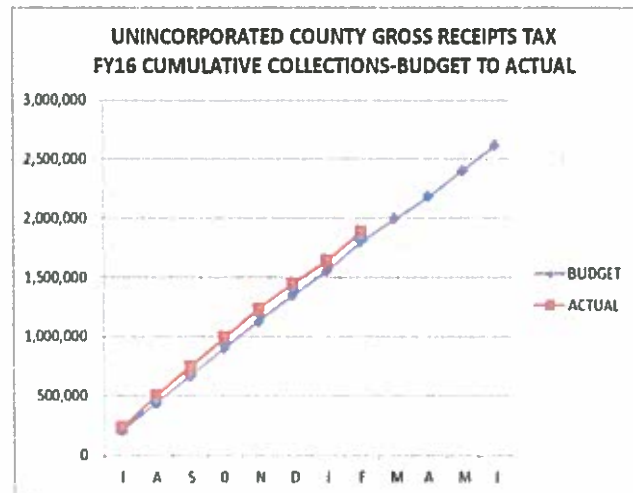
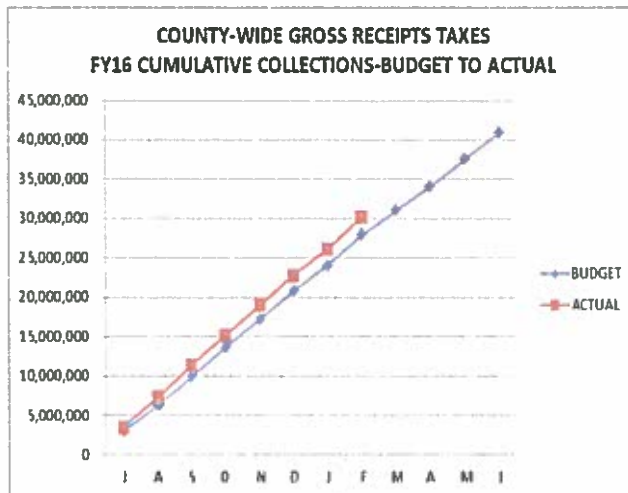
Actual property tax collections of \$32.9 million through the end of February were greater than the budget of \$29.4 million by \$3.5 (operational only). The collections are \$750K greater than the prior year's collections for the same time period. It was anticipated that the first several months of the fiscal year would have fairly low property tax collections and then the months of December and January collections would be significantly higher. This prediction held true and is illustrated in the chart below. Property tax revenue for the months of July through October has declined over the last three fiscal years, while total property tax revenue overall has increased for those fiscal years.



Gross Receipts Tax Revenue

The gross receipts taxes are estimated from trend data taking into account economic factors that impact various business activities such as construction, wholesale, retail and service sectors. Combined, both the county-wide and the unincorporated gross receipt tax revenue through February total \$32.1 million and is \$2.3 million more than the budgeted amount of \$29.8 million. Total year-to-date collections were above the collections of the prior year by \$2.8 million for the same time period. These amounts exclude the Regional Transit District GRT which is passed through in its entirety to the North Central Regional Transit District. Fiscal year to date that tax has raised \$3.1 million.

The unincorporated GRT collections total \$1.88 million through the month of February and are \$82.1K above the budgeted amount of \$1.80 million. The collections are \$33.1K above the prior year collections. Combined Countywide and unincorporated GRT revenue is 10% above the same period in FY 2015.



Non-Recurring Expenditures

Capital expenditures are considered non-recurring expenditures and may be funded by recurring or non-recurring sources. Non-recurring sources include bond proceeds, special appropriations, grants and cash balances from excess revenues of prior years. Recurring sources used for capital include the capital outlay gross receipts tax.

The following is a listing of some of the major capital expenditures incurred year-to-date through the month of February:

Pojoaque Little League Fields	\$518,304	Phase II Road Annexation	\$726,530
Romero Park Improvements	\$638,583	Quill Plant Improvements	\$189,917
Spruce Street	\$179,209	ECIA Trail Project	\$118,755
Ken & Patty Adams Sr. Ctr.	\$889,648	Rancho Alegre	\$222,367
Solid Waste Vehicles	\$292,406	Stanley Cyclone Center	\$1,365,419
Vista Redonda	\$354,287	Orthophotography Project	\$263,669
Thornton Ranch	\$218,749	Santa Fe River Greenway	\$353,800

Finance Division Activities

The Finance Division submitted the Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA) for review for the Certificate of Excellence for Achievement in Finance Reporting Award. Finance staff continues to meet weekly with the staff working group to move forward the transition to performance management and the performance budgeting process for next fiscal year (FY17). This working group is comprised of staff from each department and elected office Countywide. The Budget Office completed the FY 2016 Public Budget Document and submitted it the GFOA for review for the Distinguished Budget Presentation Award. The Finance Division and County Manager's Office held FY 2016 mid-year budget reviews with each department and elected office and the FY 2017 budget kicked-off on Monday, February 22, 2016 and will begin developing the FY 2017 budget recommendation. Finally, the Payroll Office is preparing for a major upgrade of the Kronos timekeeping software and the completion of countywide implementation of the electronic timekeeping system.

SUMMARY:

In summary, Santa Fe County continues to enjoy a healthy financial position. Recurring revenue is above budget and recurring expenses are at anticipated levels for this stage of the fiscal year and there is adequate funding to support capital project priorities. There are no areas of concern for the fiscal year 2016 financial performance at this time. The Finance Division will closely monitor revenue collections as the State's economic outlook turns downward to ensure that the County can take swift action to address any negative changes.

